

Schedule “B”

Office of the City Clerk

ORRS 2018

Operational Records Retention Schedule 2018

A records management schedule for
operational records of the City of Regina

Updated March 2018

ORRS 2018
Page 1

*The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.*

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

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Office of the City Clerk

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OFFICE OF THE CITY SOLICITOR

This is the Operational Records Retention Schedule (ORRS) for the Office of the City Solicitor. The Office of the City Solicitor provides all legal services for the City of Regina and City Council while also overseeing risk management, insurance and claims services for the City of Regina and the Regina Police Service. The Department also prosecutes all bylaw offences and administers the Regina Municipal Division of Provincial Court.

The records included in the ORR Schedule for the Office of the City Solicitor include litigation case files, prosecution case files, police case files and legal opinions and advice for the Regina Police Service and the Board of Police Commissioners.

List of Primaries

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0220 Legal Services

Records relating to the Legal Services Branch of the Office of the City Solicitor, including litigation case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0220 – 10	Litigation Case Files	SO + 15y	S	A

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0221 Prosecutions

Records relating to the Prosecutions Branch of the Office of the City Solicitor, including prosecution case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0221 – 10	Prosecution Case Files	SO + 15y	S	A

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0222 Regina Police Service And Board of Police Commissioners

Records relating to legal services provided to the Regina Police Service and Board of Police Commissioners, including case files, legal opinions and advice.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0222 – 10	Police Case Files	SO + 15y	S	A
0222 – 15	Police Opinions and Advice	SO + 10y	S	A

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MAYOR

This is the Operational Records Retention Schedule (ORRS) for the Mayor's Office. The Mayor's Office provides support services for the Mayor of Regina, including speechwriting, administrative and clerical support, and advisory services.

The records in the ORR Schedule for the Mayor's Office include Mayor for a Day case files, Mayor's Open Door Sessions case files, twinning case files, Mayor's Messages, donation and sponsorship case files, Mayor's Golden Book, and State of the City Address Case files.

List of Primaries

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0250 Mayor's Office

Records relating to administrative activities, scheduling, special events, and other activities connected with the Mayor of Regina.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0250 – 10	Mayor for a Day Case Files <i>Includes records relating to the Mayor for a Day program, including photographs.</i>	2y	R	C
0250 – 30	Messages <i>Includes Mayor's messages of congratulations, welcome or support requested by organizations, events or individuals.</i>	SO + 2y	S	A
0250 – 35	Open Door Case Files	2y	R	A
0250 – 40	Donations and Sponsorship <i>Note: this category refers to requests for donations and sponsorship submitted through the Mayor's Office only. For community investment applications or management, see 4460.</i>	SO + 2y	R	A

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0250 Mayor's Office (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0250 – 45	Twinning <i>Includes records relating to twinning Regina with other international cities, e.g. Jinan, India, etc.</i>	SO + 2y	R	C
0250 – 50	Golden Book <i>Includes keys to the city and Mayor's Golden Book.</i>	SO + 2y	A	P
0250 – 55	State of the City Address <i>Includes working copies, final draft, podcasts, audio or video recordings, etc.</i>	5y	R	C

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GOVERNMENT & INDIGENOUS RELATIONS

This is the Operational Records Retention Schedule (ORRS) for Government & Indigenous Relations. Government Relations provides support and expertise to internal and external stakeholders in the delivery of corporate programs and partnerships which impact relationships with other levels of government, Indigenous peoples and communities.

The records included in the ORR Schedule for Government Relations include case files.

List of Primaries

0280 GOVERNMENT & INDIGENOUS RELATIONS 17

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0280 Government & Indigenous Relations

Records relating to work with external and internal stakeholders to ensure the relationships and resources are available to advance City of Regina strategic objectives. Records include government & Indigenous relations case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0280 – 10	Government Liaison Case Files <i>Includes records relating to sensitive issues relating to government interactions both internal and external and may include briefing notes, research, event planning, federal and provincial relations, revenue funding, and Indigenous issues.</i>	5y	R	A

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STRATEGY & ASSET MANAGEMENT

This is the Operational Records Retention Schedule (ORRS) for the Office of Strategy & Asset Management. The Office of Strategy & Asset Management supports and nurtures the achievement of excellence at the City of Regina, providing guidance, planning and execution throughout the corporation to ensure that services are effectively delivered to citizens. Working with internal and external stakeholders, the Executive Leadership Team and City Council, the Office of Strategy & Asset Management supports the development and implementation of programs and initiatives, ultimately contributing to the corporate mission of becoming the best run municipality in Canada.

The records included in the ORR Schedule for the Office of Strategy & Asset Management include information resources and reference files, inquiries and responses, service delivery case files, government relations case files, project management, change management and strategic and business planning case files.

List of Primaries

0300 STRATEGY & ASSET MANAGEMENT	19
0301 PERFORMANCE MEASUREMENT	20
0302 PUBLIC POLICY DEVELOPMENT	21

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0300 Strategy & Asset Management

Records relating to building organizational capacity in the development, measurement, alignment and execution of corporate strategy by providing leadership and consultation for the development of corporate methodologies and tools, and providing corporate oversight to methodologies and processes including strategic and business planning. Records include strategic and asset management case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0300 – 20	Strategy & Asset Mgt. Case Files	6y	R	C

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0301 Performance Measurement

Records relating to performance measurement.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0301 – 10	Performance Results Case Files	6y	R	C

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0302 Public Policy Development

Records relating to public policy development and Strategy & Asset Management's role as a centralized facilitator of public policy writing.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0302 – 10	Public Policy Development Case Files	15y	R	C

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REGINA REVITALIZATION INITIATIVE (RRI)

This is the Operational Records Retention Schedule (ORRS) for the Regina Revitalization Initiative (RRI). RRI oversees a large redevelopment project, which includes the construction of a new stadium at EVRAZ Place, a new housing development at the existing site at Taylor Field, the development of the old CP container yard near Dewdney Avenue, and a new walkway connecting to downtown.

RRI is an autonomous corporation under the ownership of the City of Regina. Due to the nature of its relationship to the City of Regina, the ORRS for RRI contains records that are usually found in the Administrative Records Retention Schedule.

The records included in the ORR Schedule for the Regina Revitalization Initiative (RRI) include records relating to the planning and strategy of the stadium, railyard renewal and Taylor Field redevelopment projects, including records relating to logistics, communications, planning, design and construction, and operational readiness of the project elements.

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0340 PROJECT ADMINISTRATION	23
0340 PROJECT ADMINISTRATION (CONT.)	24
0340 PROJECT ADMINISTRATION (CONT.)	25
0341 COMMUNICATIONS & ENGAGEMENT	26
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0344 SITE PREPARATION	29
0345 DESIGN & OPERATIONAL READINESS	30
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0346 BUSINESS AS USUAL	32
0347 ISSUES	33
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0340 Project Administration

Records relating to operational and logistical issues arising during any phase of project development, including risks and issues, project objectives, presentations, charters & briefs, contract management, and reference materials.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0340 – 20	Closeout Reports	SO + 2y	S	C
0340 – 30	RRI Project Plan <i>Includes success criteria and visioning.</i>	SO + 6y	R	C
0340 – 35	Charters & Briefs <i>Includes project charters, project briefs, governance briefs, and org charts.</i>	SO + 6y	R	C
0340 – 40	Contract Management <i>Includes approval memos, change orders & amendments.</i>	Same as contract*	R	C

*Note: the retention for contract management will be the same length as the retention of the contract itself. See ARRS 1090 Agreements Contracts for more details.

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0340 Project Administration (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0340 – 45	Reference Materials <i>Includes background studies, copies of bylaws and legislation, site visits, Exhibition Grounds Heritage Value Assessment, templates, comparative information from other jurisdictions, airborne images and geographic data, lidar, and any other documentation relating to the site or project.</i>	SO	D	A
0340 – 50	Disclosures of Potential Conflict <i>Refers to disclosure by contractors, stakeholders and partners only. For disclosure from employees see ARRS 5175.</i>	SO + 7y	S	A
0340 – 55	Confidentiality and Non-Disclosure	SO + 10y	R	A
0340 – 60	Image Bank <i>Includes historical and contemporary images taken or procured of RRI project elements.</i>	SO	PS	C
0340 – 65	Memoranda of Understanding (MOU) and Letters of Intent (LOI)	Permanent	PS	Public

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0340 Project Administration (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0340 – 70	Outcomes	SO + 2y	R	A
0340 - 75	RRI Project Status Reports	SO*	S	A
0340 - 80	Project Structure	SO + 2y	R	A

SO = life of project
SO* = until superseded or obsolete

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0341 Communications & Engagement

Records relating to communications about the projects included under the RRI. May include strategy, community engagement, polling data, presentations, project objectives, branding, press releases, and other communications projects relating to RRI.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0341 – 30	RRI Branding	SO + 6y	S	C
0341 – 40	RRI Releases	3y	S	P
0341 – 50	Communications & Engagement Case Files	SO + 6y	R	C
0341 – 55	Presentations	SO + 6y	R	C
0341 – 60	Requests for Service <i>Includes service requests from Hansen system relating to RRI.</i>	3y	S	A
0341 – 65	Stakeholder Input <i>Includes input from stakeholders at all stages of the process.</i>	SO + 6y	R	A

SO = end of current year

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0342 Business Case and Funding

Records relating to developing a business case and funding accumulation for a project under RRI.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0342 – 30	Financing <i>Includes financial modelling & cash flow, leases, funding models, Roughrider sponsorship, P3, hotel tax, debt and borrowing, and other financing options.</i>	SO + 6y	R	A
0342 – 35	Legislative Issues <i>Includes zoning issues, provincial and federal regulatory issues, air rights, railway setbacks, rail line relocation, and any other issues.</i>	SO + 6y	R	A
0342 – 40	Business Case Environmental Issues <i>Includes environmental impact assessments, environmental access, environmental remediation, noise and vibration, sustainability, dangerous commodity proximity and spills, LEED, asbestos, site inspections and any other environmental issues.</i>	Permanent	PS	A

SO = life of project (unless otherwise specified)

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0343 Procurement

Records relating to planning for all resources required by the project, including selection of goods and services, writing and evaluating tenders and estimates and negotiating contracts to obtain goods and services for the project.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0343 – 30	Procurement Case Files <i>Includes FF&E, P3 Procurement documentation, fairness advisor.</i>	SO + 6y	S	A
0343 – 40	Selection and Submission <i>Contains background information, drawings, RFP matrices, RFP weighting, Schedule 15, Specs, Project Agreement drafts, PSOS, minutes, reports RFIs and any other material relating to the selection of contractors.</i>	SO + 6y	R	A

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

0344 Site Preparation

Records relating to the preparation of the project site for construction of RRI projects.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0344 – 30	Site Preparation Case Files <i>Includes site prep and infrastructure.</i>	SO + 25y	S	A

SO = life of project (unless otherwise specified)

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

0345 Design & Operational Readiness

Records relating to the design and construction phase of the RRI project elements, including site prep and infrastructure, deliverables, design, project schedules, and urban design considerations.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0345 – 35	Deliverables and Design	SO + 6y	R	A
0345 – 40	Project Schedule	SO + 6y	R	A
0345 – 50	Urban Design <i>Includes Confederation Fountain, transportation studies, Design Regina, etc.</i>	SO + 6y	R	A
0345 – 55	Dashboard <i>Includes project updates, site visits, etc,</i>	SO + 6y	S	A
0345 – 60	Decommissioning <i>Relates to the decommissioning of obsolete city-owned facilities.</i>	SO + 6y	R	A

SO = life of project (unless otherwise specified)

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

0345 Design & Operational Readiness (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0345 - 65	Sponsorships and Naming Rights <i>Includes the sale of naming rights of facilities and parts of facilities (e.g. a single room within a facility)</i>	SO + 10y	R	A
0345 – 70	Operation & Management Plans	SO + 6y	R	A

SO = life of project (unless otherwise specified)

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0346 Business As Usual

Records relating to the ongoing operation of the new project, including event management and leasing.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0346– 35	Event Management	SO + 6y	S	A
0346 – 40	Leases	SO + 10y	S	A

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0347 Issues

Records relating to tracking of issues, and case files relating to solutions for identified issues and risks.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0347 – 30	Issues Case Files <i>Includes affordability, excavation and dirt, Local 21 issues, Saskatchewan Architecture Association, heritage issues and any other potential risks or issues connected with construction.</i>	SO + 6y	S	A
0347 – 40	Issues Log	SO + 6y	S	A

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0348 Risk Management

Records relating to the identification and analysis of loss exposure resulting from destruction or theft of assets, inability to provide services, incurring of extra expense, legal liability and death or disability of employees, and any other risks that may occur or incur during the course of a project.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0348 – 30	Risk Management Case Files	SO + 6y	S	A

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

0349 Project Meetings

Records relating to project meetings, including both internal meetings, meetings between external and internal parties, and meeting notes relating to external meetings.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0349 – 30	Project Meetings Agendas <i>Includes reports and agenda summary sheets, information items, issues and action items.</i>	6y	R	A
0349 – 40	Project Meetings Minutes	6y	R	A
0349 – 50	Project Meetings Terms of Reference	1y	R	C
0349 – 55	Project Meetings Backup <i>Includes records relating to the development of a meeting agenda or follow-up to a meeting. May include emails, additions to agenda, correspondence relating to report changes, etc.</i>	3y	R	A
0349 – 60	Project Meetings Decision Items	3y	R	A
0349 – 65	Change & Decision Management	SO + 6y	S	C

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FLEET SERVICES

This is the Operational Records Retention Schedule (ORRS) for Fleet Services. Fleet Services provides efficient, appropriate and comprehensive fleet, supply and training services to support the City of Regina's delivery of public programs and services.

The records in the ORR Schedule for Fleet Services include accident reports and reviews, daily trip inspection logs, small equipment program case files, fleet asset lifecycle management case files, environmental initiatives case files, work orders, fuelling infrastructure case files, fuel inventory management case files, and towing/storage/salvage yard management.

List of Primaries

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0360 Fleet Maintenance

Records relating to the effective and efficient repair, inspection, preventative maintenance and warranty management of the City's fleet of vehicles and equipment, some new vehicle and equipment commissioning and modifications to existing vehicles, non-fleet welding and fabricating services (as requested basis). Includes both Transit and City fleet.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0360 – 02	Fleet Work Orders <i>Includes preventative maintenance and warranty, custom fabrication and welding & vehicle modifications.</i>	7y	S	C

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0361 Fleet Operations

Records relating to ensuring that client departments are provided with the vehicles, equipment, and operator training they need to deliver their programs and services including lifecycle management of fleet assets, environmental strategies, contracting for external rentals, Motor Pool operations, Small Equipment Program, operator training, investigation and review of vehicle incidents and ensuring the fleet is operated in compliance with applicable regulations. Includes both Transit and City fleets.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0361 – 30	Fleet Vehicle Accidents <i>Includes vehicle investigations and reviews only.</i>	SO + 10y	S	A
0361 – 40	Fleet Inspection Logs <i>Includes records regarding City owned vehicles used by City employees.</i>	SO* + 7y	S	C
0361 – 50	Small Equipment <i>Includes small equipment inventories, assignments, and any other records relating to the operation of the Small Equipment Program.</i>	7y	S	C

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0361 Fleet Operations (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0361 – 60	Asset Lifecycle Management <i>Includes records regarding the financial and statistical analysis, requirements and acquisition of City vehicles, such as summary reports, analysis databases and spreadsheets, change off data, commitments, operating summaries, utilization records, out of service records, availability reports and lists.</i>	7y	S	C
0361 - 70	Fleet Environmental Initiatives <i>Includes energy conservation, fuel conservation, alternative fuels, and other environmental initiatives relating to fleet maintenance.</i>	7y	R	C

SO* = Completion of logbook

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0362 Supply Services

Records relating to management of the central stores/fleet parts/fuel inventories, supply of non-inventoried parts, goods & materials, management of the fuelling, providing mobile fuelling services, management of the City's towing storage compound, and the disposal of surplus corporate assets, as well as impounded vehicles and other items for the Regina Police Service.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0362 – 10	Fuelling Infrastructure <i>Includes fuel tanks and fuel dipping.</i>	7y	S	C
0362 – 30	Fuel Inventory Management <i>Includes work orders, job assignments, etc.</i>	7y	S	C
0362 – 40	Compound Management <i>Includes RPS & Bylaw Enforcement case files relating to towing, storage and salvage.</i>	7y	R	C

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FACILITIES MANAGEMENT SERVICES

This is the Operational Records Retention Schedule (ORRS) for Facilities Management Services. As stewards of corporate facilities, Facilities Management Services provides the positive physical environment that satisfies the business requirements of customers.

The records in the ORR Schedule for Facilities Management Services include lifecycle planning, preventative maintenance, environmental audits & investigations, special projects, protection & security, and accessibility audits & investigations.

List of Primaries

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0390 Facilities Building Services

Records relating to projects or programs initiated by Facilities Management Services, including parking, service contract management, life safety programs, protection, security and other special projects or programs.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0390 – 10	Facilities Building Services Case Files <i>Includes records relating to projects initiated by Facilities Management Services, such as parking, service contract management, life safety programs, protection, security, and other special projects or programs.</i>	5y	S	C

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0391 Facilities Engineering

Records relating to lifecycle management planning, major building renovations and new construction.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0391 – 10	Facilities Engineering Lifecycle Management Planning	SO* + 25y	R	C

SO* = final disposition of the building (sale or demolition)

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0392 Facilities Operations

Records relating to janitorial, custodial and building operations support, Operations Preventative Maintenance, safety and comfort.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0392 – 10	Preventative Maintenance	5y	S	C
0392 – 30	Facilities Operations Environmental Audits and Investigations	Permanent	PS	C
0392 – 40	Facilities Operations Accessibility Audits and Investigations	20y	R	C
0392 – 50	Facilities Operations Case Files	5y	S	C

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COMMUNICATIONS & CUSTOMER EXPERIENCE

This is the Operational Records Retention Schedule (ORRS) for Communications. Communications leads the development of strategic communications and marketing to create a more informed and engaged community.

Most records relating to the functions performed by Communications can be found in the Administrative Records Retention Schedule (ARRS) in the 1000 Administration section.

The records in the ORRS for Communications include records relating to communications projects performed for individual portfolio clients within the City of Regina, including corporate advertising, internal circulars, presentations, news releases, contests, and any other communications needs of portfolio clients. This ORRS does not cover one-time special events, contests, corporate branding, interactive communications, and other communications functions. It refers specifically to tasks performed in the course of managing a portfolio client.

List of Primaries

0400 PORTFOLIO MANAGEMENT 46

***The retention period indicates the current fiscal year plus the number of years listed.
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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

0400 Portfolio Management

Records relating to communications projects performed for individual portfolio clients within the City of Regina, including corporate advertising, internal circulars, presentations, news releases, contests, and any other communications needs of portfolio clients. This ORRS does not cover one-time special events, contests, corporate branding, interactive communications, and other communications functions. It refers specifically to tasks performed in the course of managing a portfolio client. Most records relating to the functions performed by Communications can be found in the Administrative Records Retention Schedule (ARRS) in the 1000 Administration section.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0400 – 50	Communications Portfolio Case Files <i>Includes records relating to portfolio management of Communications Branch clients and may include briefing notes, photographs, contests, circulars, presentations, news releases, and any other communications needs of portfolio clients.</i>	6y	R	A

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INTEGRITY COMMISSIONERS

This is the Operational Records Retention Schedule (ORRS) for the Integrity Commissioners. The Integrity Commissioners are responsible for providing advice, complaint resolution and education to City Councillors on the application of the City's Codes of Conduct, and other by-laws, policies, and legislation governing ethical behaviour. The Integrity Commissioners are neutral, independent officers who oversee the conduct of elected and most appointed officials at the City of Regina. One Integrity Commissioner provides an advisory function to Council, while the other investigates complaints against Council Members, reports on investigations and makes recommendations on sanctions.

The records included in the ORR Schedule for the Integrity Commissioners include policy and procedure, case files, reports, complaints, gift disclosure registry, education and trainings.

List of Primaries

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0420 Integrity Commissioners

Records relating to advisory functions and activities performed by Integrity Commissioners.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0420 – 00	Integrity Policy & Procedure	SO + 6y	S	C
0420 – 01	Advice Case Files <i>May include requests for advice, information relating to advice, meeting requests, advice provided by the Commissioner, briefing notes/papers and associated correspondence.</i>	Permanent	PS	A
0420 – 05	Integrity Reports	Permanent	A	A
0420 – 10	Integrity Complaint Case Files <i>May include applications, correspondence, investigation reports, and other documentation connected with integrity complaints.</i>	Permanent	A	A
0420 – 20	Gift Disclosure Registry <i>May include disclosure statements, forms, receipts, photographs and other documentation of gifts received by members of Council and staff.</i>	Permanent	A	D
0420 – 25	Election Integrity <i>May include complaints, applications, correspondence, reports, forms, receipts, photographs, and documentation pertaining to election integrity.</i>	Permanent	A	A

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0420 Integrity Commissioners (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0420 – 30	Integrity Education and Training <i>May include documents relating to educational programs for members of Council and staff, including training programs, web content, handouts and other training materials.</i>	SO + 6y	S	D
0420 – 35	Lobbyist Case Files <i>May include lobbyist register, applications for registration, statutory declarations, information pertaining to registration, notices pertaining to suspension of registration, and other documentation pertaining to lobbying.</i>	10 y	S	A
0420 - 40	Disclosures of Wrongdoing Case Files <i>May include disclosure of wrongdoing forms, investigations, reports, correspondence, and enforcement actions connected with disclosure of wrongdoing.</i>	Permanent	A	A
0420 - 45	Whistleblower Case Files <i>May include investigations, reports, correspondence, policies and procedures connected with whistleblowers.</i>	Permanent	A	A

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OFFICE OF THE CITY CLERK

This is the Operational Records Retention Schedule (ORRS) for the Office of the City Clerk. The Office of the City Clerk directs the administrative functions of City Council and Committees as outlined in The Cities Act and is also responsible for administering *The Local Authority Freedom of Information and Protection of Privacy Act*. The Office of the City Clerk governs and promotes the openness and transparency of municipal government, linking City Council and City Administration for the general public.

The records included in the ORR Schedule for the Office of the City Clerk include election management documents and documents relating to historical information management, including election planning documents, candidate packages and materials, post-election evaluation records, records relating to maps and boundaries, poll records, election results, accession records, conservation records, and deaccession records, etc.

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0450 Election Management

Records relating to administrative functions and activities; candidates for municipal, public and separate school elections, nomination papers, contributions, expenses, signage and advertising, etc. Included are records relating to evaluations, boundaries, maps, polling areas, ward boundary reviews, advance, regular and special polls, poll keys, preliminary results and official results.

Election Materials as defined in *The Local Government Election Act*, include oaths, ballots and documents that are sealed in a ballot box. Records relating to referendums or questions, as defined in *The Local Government Election Act* and *Cities Act*, include petitions and working documents relating to holding a referendum.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0450 – 00	Election Policy & Procedure <i>Includes standards, guidelines, directives, etc.</i>	SO + 6y	S	C
0450 – 01	Election General <i>This secondary is intended to be used sparingly. It can be used ONLY if the records are not required to support financial, legal or specific administrative functions.</i>	2y	S	A
0450 – 05	Highly Confidential Election Records <i>Includes bylaw issues such as documentation about why an elected official is stepping down, inquiries relating to whether a by-election must be held, etc.; Post-election evaluations such as worker, candidate, supervisor and other evaluations; and referendum petitions intended to trigger a referendum or ballot question as per The Local Government Elections Act and Cities Act only.</i>	10 y	R	A

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0450 Election Management (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0450 – 10	Nominations	10y	S	P
0450 – 15	Confidential Election Records <i>Includes: contributions, candidate expenses, signage and advertising including issues surrounding signage and advertising by candidates, Polling Area Review documentation, Municipal Ward Boundary Commission documentation, Special Polls, Regular Polls, Poll Keys, Referendum Case Files, and reports and statistics.</i>	10y	S	C
0450 – 30	Final Maps and Election Results <i>This refers to finalized maps for public and separate school board elections and municipal elections. Each final map set must include two clean copies of the map as finalized for each election. Draft maps are not included in this secondary. Also includes final official election results as presented to City Council.</i>	Permanent	A	P
0450 – 45	Election Materials <i>Includes oaths, ballots and documents that are sealed in a ballot box, as defined in The Local Government Election Act.</i>	60 days	S	A

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0451 Historical Information Management

Records relating to administrative functions and activities, acquisition of archival materials, including inventory lists, accession forms, correspondence on accessions, deaccession forms, correspondence on deaccessions, appraisal requests, appraisal documentation, etc.

Records relating to conservation of archival materials, including preservation, conservation assessments, pest management, conservation inventories, to public awareness and outreach, including displays, tours, speaking requests, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0451 – 05	Accession, Deaccession & Appraisal	Permanent	A	A
0451 – 10	Conservation & Preservation	Permanent	A	C
0451 – 15	Historical Information Pest Management	Permanent	A	C
0451 – 25	Client Files	6y	S	A
0451 – 30	Interagency Cooperation <i>Includes material loans, joint projects, and archival information networks.</i>	6y	R	A

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0451 Historical Information Management (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0902-10	Street Name Master List <i>Includes approved street names that are both available and reserved for developers.</i>	SO	S	D
0902 – 40	Zoning Bylaw Register	SO	S	C
0902 – 45	Planned Unit Development Case Files <i>Pre 1984 development case files with special zone for particular areas & registered on Title.</i>	Permanent	PS	A

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

COMMUNITY SERVICES

This is the Operational Records Retention Schedule (ORRS) for Community Services. Community Services provides residents and visitors with opportunities to experience parks, recreation, sports and culture. It also provides parking and licensing services to support public safety and community standards.

The records in the ORR Schedule for Community Services include recreational facility development, community capacity building, cultural development, program services, operations and scheduling and business strategy.

List of Primaries

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***The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.***

SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **A** – Archives;
R – To be reviewed; **PS** – Permanent Storage

Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

0540 Recreation Facility Development

Records relating to infrastructure planning processes, implementation of approved plans, partnerships and agreements development, management of assigned capital programs and projects, public engagement, internal stakeholder consultation, leading practice research, and capital planning.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0540 – 30	Recreation Facility Subdivision Case Files <i>Includes approvals, amendments, and denials of subdivision applications from Planning. Note: Planning, as the office of record for subdivision case files, retains these records permanently. Subdivision case files held by other departments are considered evidence of business processes only and are retained for a shorter time.</i>	SO + 2y	S	B
0540 – 40	Park Naming <i>Includes public engagement, stakeholder consultations, etc.</i>	Permanent	PS	A
0540 – 50	Park Name Master List	SO	S	P
0540 – 60	Recreation Facility Capital Programs	SO* + 10y	R	B
0540 – 70	Recreation Facility Infrastructure Planning	SO* + 10y	R	C

SO* = completion of project

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0541 Community Capacity Building

Records relating to community and neighbourhood strategies, partnerships, programs and services that respond to social issues and sport, culture and recreation trends; and take a community development approach to programs and services that build capacity and sustainability in individuals and community based organizations in its delivery of social and leisure programs, opportunities, services and community partnerships and community investments (grants).

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0541 – 30	Community Capital Partnership Program <i>Includes major/minor grants for capital projects.</i>	SO + 10y	R	A
0541 – 40	Community Investment Management	SO + 6y	R	A
0541 – 50	Social Development	SO + 7y	R	A

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0542 Cultural Development

Records relating to facility management, policy development and implementation related to arts, culture and film, liaison with related community organizations and agencies, management of the civic art collection, coordination of the City's role in cultural planning and cultural services, and support to special events.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0542 – 50	Collections Management <i>Includes collections management software, collections management records, conservation records, preservation records, pest management, storage issues, tracking lists, artist profiles, acquisition records, disposition records, appraisals, and other documentation relating to collections management.</i>	Permanent	PS	
0542 – 60	Film Case Files <i>Includes shooting schedules, permits, applications, street closures, security and other documentation connected to television and motion picture shoots in the City of Regina.</i>	SO + 7y	R	

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0543 Program Services

Records relating to program services, special events, scheduling, adaptive services, youth, cultural and diversity services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0543 – 30	Leisure Passes <i>Records relating to registration, sales and marketing of leisure passes. Includes applications, registrations.</i>	7y	S	A
0543 - 40	Adaptive Programming <i>Includes leisure access intake forms, registration forms, class lists, daily & statistical attendance, session information, instructor registry, Sports, Crafts & Recreation Activity reports, babysitting sign-in sheets, criteria charts, Fun Line registrations, on-line program registration, Leisure Guide, PlayEscapes, Red Cross/Royal Life worksheets.</i>	SO + 7y	R	A
0543 - 50	Facility Maintenance <i>Includes program setup and teardown, basic maintenance records related to safe and efficient operation of equipment, facilities, and programs, facility walk-throughs, security and lockups.</i>	SO + 7y	S	C
0543 - 60	First Aid	SO + 10y	S	A

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0544 Operations and Scheduling

Records relating to program development, program implementation, scheduling and special events programming for all sport and recreation facilities in the City of Regina, including but not limited to athletic fields, ball diamonds, tennis courts, lawn bowling, skateboard parks, the Neil Balkwill Arts Centre, and Canada Games Athletic Complex.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0544 – 10	Facility Use <i>Includes school booking information, applications/booking process, application for recreation facility use, scheduling, daily & statistical attendance records, confirmations, fax transmittals, instructional school information, applications, written requests, files for bookings, key use forms, facility rentals & permits.</i>	SO + 7y	S	A
0544 - 30	Facility Special Events <i>Includes leisure access intake forms, registration forms, class lists, statistical attendance, session information.</i>	SO + 7y	R	A

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0544 Operations and Scheduling (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0544 - 40	Facility Programming <i>Includes leisure access intake forms, registration forms, class lists, daily & statistical attendance, session information, instructor registry, Sports, Crafts & Recreation Activity reports, babysitting sign-in sheets, criteria charts, Fun Line registrations, on-line program registration, Leisure Guide, PlayEscapes, Red Cross/Royal Life worksheets, art exhibitions, travelling exhibitions, showcases, community or City of Regina arts programs.</i>	SO + 7y	R	A
0544 - 50	Community Involvement <i>Includes zone boards, community associations, community groups, provincial and federal governments, and City of Regina employees and departments.</i>	SO + 7y	S	C

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0548 Business Strategy

Records relating to business planning and budgeting processes, leading development, collection and analysis of performance measures, leading research initiatives and program reviews, and providing direction for the development and implementation of marketing and technology plans and initiatives.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0548 – 10	Business Strategy Program Review <i>Includes market research, business strategy, systems & revenue analysis.</i>	SO + 7y	R	C

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FIRE & PROTECTIVE SERVICES

This is the Operational Records Retention Schedule (ORRS) for the Fire & Protective Services. Fire & Protective Services delivers dynamic emergency response and public safety programs with highly trained personnel and industry best practices to preserve and enhance life, property and the environment.

List of Primaries

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0582 PUBLIC SAFETY, PLANNING & PREVENTION (CONT.)	68
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0580 Administration & Communications

Records relating to administration, communication and professional services for Fire & Protective Services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0580 – 10	Audio Case Files <i>Includes audio from the Emergency Communications Centre.</i>	2y	S	A
0580 - 50	Mapping <i>Includes records regarding the production and maintenance of fire response maps, such as GIS and Mylar versions, condo, site and district maps, formatting information, road closure maps, street layout maps, hydrant maps, district profiles, high-rise preplans, and site plans.</i>	SO	S	C
0580 - 55	Incident Plotting <i>Includes records regarding the spatial plotting of fire incidents, including all electronic data.</i>	SO + 7y	R	A
0580 - 60	Museum Case Files <i>Includes any and all correspondence, inquiries, inventory lists, projects, visitor lists, or other documents pertaining to the operation of the Fire Museum.</i>	SO* + 5y	R	C

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0580 Administration & Communications (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0580 – 65	Smoke Sheets <i>Records of alarm attendance by employees. NOTE: for Occupational Health and Safety reasons, these records are to be retained long-term.</i>	100y	S	A
0580 - 70	Medical Testing <i>Contains notices of testing, scheduling information, billing information, etc.</i>	7y	S	A
0580 - 75	Fire Permit Case Files <i>Includes training ground use permits, open air permits.</i>	7y	S	A

SO* = life of museum

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0581 Operations

Records relating to providing a progressive level of protective services to preserve and enhance life, property and the environment, including fire suppression, rescue, specialized response (hazardous materials, technical rescue and water rescue), and support to Regina Qu'Appelle Health Region in Emergency Medical Services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0581 – 10	Fire Operations Case Files <i>Includes alarm records, responses, fire investigation reports, emergency services response reports, out of town alarm response reports, Code Blue Jaws alarm response, and other information found in the FDM computer program.</i>	Permanent	PS	A
0581 - 30	Fire Log Books <i>Includes radio logs, apparatus logs, maintenance logs, cylinders.</i>	6y	S	C
0581 - 40	Suppression Crew Inspections <i>Includes inspections conducted by suppression crews. Reports are then passed on to Public Safety, Planning & Prevention for further investigation if necessary.</i>	2y	S	A

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0582 Public Safety, Planning & Prevention

Records relating to public safety, planning & prevention, including public education, commercial inspections and training programs, inspections, emergency preparedness and business continuity.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0582 – 10	Fire Safety, Planning & Prevention Case Files <i>Includes records relating to public safety programs, outreach programs, promotional events, open houses, and other programs designed to raise public awareness of fire safety.</i>	SO + 1y	S	A
0582 - 30	Suppression & Prevention Inspections <i>Includes suppression & prevention inspector's files for both commercial and residential cases.</i>	10y	S	A
0582 - 40	Emergency Response and Business Continuity <i>Includes records regarding The City's Disaster Recovery and Emergency Services Plan, such as contact lists, crisis plan, assessment, Essential Services Action Plan and plans from municipally located entities. Also includes peacetime disaster planning, flood preparedness, Emergency Evacuation Plan, emergency preparedness planning and business continuity plans.</i>	SO + 5y	R	B

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0582 Public Safety, Planning & Prevention (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0582 – 45	Inspector's Notebooks <i>Includes investigation books, breast pocket books, and notes.</i>	20y	S	A
0582 – 50	Youth Intervention <i>Includes intake forms, assessment documents, parental consents, training records for support personnel, and case records.</i>	SO* + 1y	S	A
0582 – 55	Smoke Alarm Intervention <i>Includes intake forms and program information for defunct Smoke Alarm Prevention Program.</i>	1y	S	A
0582 – 60	Public Emergency Response and Business Continuity Plan	SO + 5y	R	Public

SO* = The year the minor child reaches the age of 18

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0583 Training Academy, Safety & Logistics

Records relating to education and training program development, implementation and review, department safety planning, design, application and review, asset management in the form of apparatus, equipment and facility maintenance, and central logistics for the acquisition and inventory of goods and services to support the operation.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0583 - 30	Fire Curriculum & Library	SO + 2y	S	C
0583 - 40	Fire Safety Program <i>Includes department safety planning, design, application and review.</i>	SO + 5y	S	A

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PARKS & OPEN SPACE

This is the Operational Records Retention Schedule (ORRS) for Parks & Open Space. Parks & Open Space is responsible for managing approximately 1600 hectares of open space and 160,000 city owned trees.

The records in the ORR Schedule for Parks & Open Space include case files by location; cemetery plot files; golf course maintenance records; urban forestry records including tree inventories; pest control files; parks maintenance files; tree nursery records; supplies; and product applications.

List of Primaries

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0625 PEST CONTROL.....	76
0626 PRODUCT APPLICATIONS.....	77
0545 PARKS MAINTENANCE	78
0546 IRRIGATION.....	79
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0620 Cemeteries

Records relating to the operation of Regina's two civic cemeteries, including burial registers, perpetual care, columbaria, interments, disinterments, and other records.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0620 - 50	Cemetery Plot Files <i>Includes interment plot buyer records; perpetual care records; transfer of interment rights records; name, location and date of interment; birth, death and gender of interred person, if known; depth of coverage exemptions; disinterment records; cremation records; and any other records as required by Section 24 and 25 of The Cemeteries Regulations.</i>	Permanent	PS	A
0620 - 60	Prepaid Cemetery Contract Files	SO* + 2y	S	A
0620 - 70	Cemetery Features Case Files <i>Include items like benches or trees from the Legacy program, files on the cenotaph, gates, pagoda or other features.</i>	Permanent	PS	C

***SO = when contract is fulfilled or cancelled, according to Section 19 of *The Cemeteries Regulations*.**

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0621 Golf Courses

Records relating to the overseeing and maintenance of Regina's 5 City golf courses and one lawn-bowling green.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0621 – 10	Golf Courses Case Files <i>Includes records BY LOCATION OR PROGRAM relating to the overseeing and maintenance of golf courses and lawn bowling green.</i>	SO + 5y	S	C

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0622 Landscape Trades

Records relating to repairs and restoration in parks and open space, tree planting, and landscape restoration and construction services for other City departments.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0622 – 10	Landscape Trades Case Files <i>Includes records BY LOCATION relating to repairs and restoration; tree planting; and landscape restoration and construction services.</i>	SO + 5y	S	C

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0623 Forestry

Records relating to the maintenance of the trees in the parks and open space system, including street trees.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0623 - 50	Forestry Case Files <i>Includes: records regarding management of The City's urban forest BY LOCATION OR PROJECT, including tree damage reports, watering, planting, fertilizing and pruning data, disease treatment information, Tree Manager database records, pest and disease data, copy of urban forest business plan, specifications and copies of line locates.</i>	SO + 5y	S	C
0623 - 60	Tree Inventory	SO* + 2y	S	C

SO* = life of tree

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0624 Horticulture

Records relating to the planting and maintenance of floral displays on medians, in parks and downtown, operation of the tree nursery, and provision of horticultural support to the Regina Floral Conservatory.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0624 – 50	Greenspace <i>Records BY LOCATION OR PROGRAM regarding the management and care of various plants, such as plant histories.</i>	SO + 5y	S	C
0624 – 60	Tree Nursery	SO* + 5y	S	C
0624 - 70	Regina Floral Conservatory	SO* + 5y	S	C
0624 - 80	Community Extension Program	SO + 5y	S	A

SO* = time the plant or tree is in the tree nursery or Regina Floral Conservatory

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0625 Pest Control

Records relating to the control of a wide range of pests, including gophers, cankerworms and mosquitoes.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0625 – 50	Pest Control Case Files <i>Includes records regarding programs, and the overall planning and management of pests within the city, including insects, rodents, wildlife, disease, and turf/aggregate agreements.</i>	SO + 5y	S	C
0625 - 60	West Nile Virus Program	SO + 5y	S	C

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0626 Product Applications

Records relating to the application of chemical, natural or biological agents, pesticides, herbicides or fertilizers.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0626 – 10	Product Applications Case Files <i>Includes records by location, product or program.</i>	SO + 5y	S	C

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0545 Parks Maintenance

Records relating to the maintenance of the parks, athletic fields, playgrounds, joint-use school grounds and open space in one of four geographic areas.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0545 – 10	Parks Maintenance Case Files <i>Includes records BY LOCATION OR PROGRAM relating to incident response, graffiti, vandalism, maintenance and cleanup.</i>	SO + 5y	S	C
	Park Features Case Files	Permanent		

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0546 Irrigation

Records relating to the maintenance and repair to irrigation systems, pump stations, and the City's central irrigation control system throughout all four Parks Maintenance Districts, golf courses and both city-owned cemeteries.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0546 – 10	Irrigation Case Files <i>Includes records BY LOCATION OR PROGRAM regarding management of the irrigation program within City parks, such as automated irrigation systems, irrigation logs, copies of quotes and standards and testing reports.</i>	SO + 5 y	S	C

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0547 Supplies

Records relating to purchases of parks equipment and supplies, including benches and irrigation supplies.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0547 – 10	Product and Service Information	SO	S	C
0547 – 15	Parks Supplies Case Files	2y	S	C
0547 – 30	Parks Supplies Research Files	SO + 2y	S	C

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SOLID WASTE

This is the Operational Records Retention Schedule (ORRS) for Solid Waste. Solid Waste provides reliable and sustainable solid waste and environmental services to protect health, safety and the environment for Regina and surrounding communities.

The records in the ORR Schedule for Solid Waste include landfill operations, solid waste collection, waste diversion and environmental services.

List of Primaries

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0628 SOLID WASTE COLLECTION	83
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0627 Landfill Operations

Records relating to environmentally sound waste disposal for the Regina region, and optimization of diversion and recovery of non-residential waste material delivered to the landfill. Records include landfill project case files and hazardous materials & toxic waste files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0627 – 10	Landfill Project Files	Permanent	S	C
0627 – 15	Hazardous Materials & Toxic Waste	Permanent	PS	C
0627 - 50	Laboratory Testing Results	Permanent	PS	C
0627 - 60	Inspection and Investigation <i>Includes inspections such as former gas tanks, landfills, etc. and incident based investigations</i>	Permanent	PS	A
0627 - 70	Environmental Impact <i>Includes contaminated sites, decommissioning, land annexation, land use studies, etc.</i>	Permanent	PS	C

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

0628 Solid Waste Collection

Records relating to solid waste collection and diversion. Records include solid waste project case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0628 – 10	Solid Waste Project Case Files	SO* + 10y	S	C

SO* = end of project

*The retention period indicates the current fiscal year plus the number of years listed.
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0629 Waste Diversion

Records relating to recycling/waste diversion. Records include waste diversion and recycling project case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0629 – 10	Waste Diversion Case Files	SO* + 10y	S	C
0629 – 50	Waste Recycling Case Files	SO* + 10y	R	C

SO* = end of project

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0630 Environmental Services

Records relating to environmental regulatory compliance monitoring of City operations, environmental spill response and environmental engineering to support corporate projects. Records include environmental sampling, site contamination and spill response, environmental engineering projects.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0630 - 20	Environmental Engineering Case Files <i>Includes environmental monitoring and sampling, analytical data, site contamination and spill response, landfill gas to energy, greenhouse gas emission, City source control; permits; etc.</i>	Permanent	PS	A

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

TRANSIT SERVICES

This is the Operational Records Retention Schedule (ORRS) for Transit Services. Transit Services is responsible for operating an accessible, affordable, urban transit service. The service includes utilizing a transit fleet of 115 low-floor accessible buses that provide approximately 6.4 million rides annually.

The records in the ORR Schedule for Transit include transit fare assistance program case files, shelters and stops case files, R-Card case files, Transit Security case files, transit planning, scheduling and routing analysis, usage details, vehicle logs, asset management case files, environmental initiatives case files, preventative maintenance case files, vehicle modification and refurbishment case files, senior's pass case files, bus charters, Transfit program, routing case files, special bus service case files, and paratransit case files.

List of Primaries

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The retention period indicates the current fiscal year plus the number of years listed.
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0660 Business Development

Records relating to planning & marketing of transit and paratransit services, including transit fare assistance program case files, shelters and stops case files, R-Card case files, Transit Security case files, transit planning, and scheduling and routing analysis.

Note: Transportation and Facilities are responsible for installation and maintenance of shelters and stops. Transit is responsible for requests and information relating to shelters and stops only.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0660 – 10	Transit Fare Assistance Program <i>Includes original paper applications.</i>	7y	S	A
0662 – 10	Bus Charters <i>Includes charter instruction sheets, charter orders, charter mileage records, waybills, charters for month, charter reports etc.</i>	7y	S	A
0660 - 60	Transit Planning Case Files	7y	R	C
0660 - 70	Scheduling and Routing Analysis	7y	R	C
0662 - 60	Shelters and Stops <i>Includes order information, requests, etc.</i>	7y	S	A

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0661 Paratransit & Accessibility

Records relating to administration, trip planning and booking of paratransit services, including paratransit case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0661 – 10	Paratransit Case Files <i>Includes trip planning, administration, applications, trip sheets and booking.</i>	SO + 7y	S	A
0661 - 50	Special Bus Service <i>Includes Ding In The New year program, Roughrider bus service program, special events direct bus routes (such as Grey Cup, Jeux Canada Games), City of Regina corporate event bus routing programs, etc.</i>	7y	S	A

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0662 Operations & Training

Records relating to operation, routing & scheduling, and training of transit staff, vehicles and services, including senior's pass case files, bus charters, Transfit program, routing case files and special bus service case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0662 – 50	Transfit	10y	S	A
0662 – 55	Routing Case Files <i>Includes block party permit information, construction schedules, route information reports, complaints, inquiries, requests, etc.</i>	5y	S	A
0662 – 65	Security Case Files <i>Includes planning for surveillance, monitoring, etc. For actual surveillance footage see 0662-70.</i>	7y	S	A
0662 - 70	Bus Surveillance Footage	10 days	S	A
0662 - 75	Circle Check Cards <i>Pretrip inspection required for SGI regulations and standards.</i>	6mos	S	B
0662 -80	Bus Incident Case Files <i>Includes Incident logs, requests for information and surveillance footage relating to transit incidents.</i>	10y	S	A

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0663 Transit Administration

Records relating to administration of transit services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0662 – 20	<p>R-Card Case Files Includes registration information and card numbers entered into R-Card database.</p> <p><i>Note: R-Card applications are transitory because they are entered into a master database. They may be disposed of once the information on the form has been entered.</i></p>	7y	S	A

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SERVICE REGINA

This is the Operational Records Retention Schedule (ORRS) for Service Regina. Service Regina responds to customer inquiries, requests for service and concerns relating to all City of Regina services. The Branch is often the first point of contact for citizen/resident concerns and as a result, champions the implementation of the Customer Service Strategy.

The ORR Schedule for Service Regina includes customer service strategy, customer relationship management and operational services (formerly known as Dispatch).

List of Primaries

0740 SERVICE REGINA	92
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0740 Service Regina

Records relating to the Corporate Customer Service Strategy, Customer Service Centres including Operational Services (formerly known as Dispatch), Hosted Contact Centre Solution (IVR) System, and the Customer Relationship Management software. Records include information resources and reference files, inquiries and responses, and service delivery case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0740 – 30	Inquiries and Responses (CRM) <i>Includes Customer Relationship Management software, and in-person inquiries and responses.</i>	5y	D	A
0740 – 40	Inquiries and Responses (IVR) <i>Includes Hosted Contact Centre Solution software including call centre audio recordings.</i>	2y	D	A
0740 – 50	Service Regina Case Files	SO + 5y	D	A
0740 - 60	Service Delivery Case Files <i>Includes records relating to the development and evolution of customer service strategies, customer service delivery models, Customer Relation Management or Hosted Contact Centre Solution, and other special projects relating to customer service delivery.</i>	SO + 5y	R	C
0740 - 70	Utility Locates and Water Meter Installs	7y	D	A

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ROADWAYS & TRANSPORTATION

This is the Operational Records Retention Schedule (ORRS) for Roadways & Transportation Services. Roadways & Transportation delivers quality public roadway infrastructure services for the community.

The records in the ORR Schedule for Roadways & Transportation Services include case files, pavement and concrete cuts, lab testing, condition survey, barricade inspections and lists, approvals, closure permits and road and easement closure.

Note: Reference materials such as engineering standards and specifications (federal and provincial), encyclopedias, textbooks, trade magazines and conference papers are considered copies. These materials cannot be sent to offsite storage for long-term storage and must be destroyed when superseded or obsolete. See ARRS 1950 for retention on library and reference materials.

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The retention period indicates the current fiscal year plus the number of years listed.

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0780 Asphalt Services

Records relating to the effective maintenance and operation of the paved roadway surfaces of streets and alleys in a manner that meets community expectations for a safe, reliable transportation system. Records include case files, arterial & roadway surveys, barricade inspections & lists, road & easement closures, Department of Highways approvals, pavement ledger, pavement cuts, street lighting and lab testing.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0780 – 10	Asphalt Case Files <i>Includes notices of intention, engineering drawings, design records, design calculations & drawings, maintenance inventory.</i>	SO* + 10y	S	C
0780 - 30	Pavement Cuts	7y	S	A

SO* = end of project

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0781 Concrete Services

Records relating to the effective maintenance and operation of concrete and asphalt capped sidewalks, including proving cut repair and/or replacement of concrete and asphalt capped sidewalks for Water and Sewer Services. Records include case files, sidewalk surveys, barricade inspections & lists, concrete cuts and lab testing.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0781 – 10	Concrete Case Files <i>Includes notices of intention, engineering drawings, design records, design calculations & drawings, sight line restrictions, obstructions, maintenance inventory.</i>	SO* + 10y	S	C
0781 - 30	Concrete Cuts	7y	S	A
0781 - 50	Lab Testing	10y	S	C

SO* = end of project

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0782 Asphalt Production & Materials Engineering

Records relating to the provision of quality asphalt mixes, granular and landscape materials and technical services to support road infrastructure construction, renewal and maintenance, water and sewer network upgrades and repairs, and open space and parks maintenance programs. Records include asphalt tickets, lab testing, and production & field services case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0782 – 10	Asphalt Production Case Files <i>Includes materials that would be found in a Production & Field Services project file.</i>	SO* + 10y	S	C
0782 - 40	Nuclear Safety Devices <i>Includes records on Testing & Maintenance, including gauges, repairs to equipment, list of names of radiation workers, and any other testing & maintenance records audited by the Nuclear Safety Commission.**</i>	3y	S	C

SO* = completion of project

**** = Section 28 of the *General Nuclear Safety and Control Regulations* requires that licensees under those regulations keep the records related to the license for one year after the license expires or any other date required by the *Nuclear Safety and Control Act* or any other regulations made pursuant to that Act. At least 90 days before the disposal, notice of the nature of the record and the proposed disposal date must be given to the Nuclear Safety Commission.**

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0783 Roadway Preservation

Records relating to engineering services and project management in order to enhance and preserve roadways assets. Records include local improvement case files and capital project case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0783 – 10	Roadway Capital Projects Case Files <i>Includes engineering drawings, design records, design calculations & drawings.</i>	SO* + 10y	S	C
0783 – 20	Bridges Capital Projects Case Files <i>Includes engineering drawings, design records, design calculations, drawings, consultant and contract documents.</i>	Permanent	PS	A
0783 - 30	Local Improvements Case Files <i>Includes records regarding streets, sidewalk, pavements etc., improvements made in conjunction with businesses and residents, such as copies of contracts, documentation, progress certificates, invoices, change orders, specifications, project summary reports and site maps. Also includes relevant studies, reports, notice of intention, pay out notices, estimates, calculations and material testing.</i>	15y	S	A

SO* = Demolition of structure or Completion of Project

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0783 Roadway Preservation (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0783 – 40	Condition Surveys <i>Includes arterial, sidewalk & roadway.</i>	SO* + 10y	S	C
0783 – 50	Barricade Inspections & Lists	3y	S	A
0783 – 60	Department of Highways Approvals	5y	S	C

SO* = completion of project

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

0784 Sweeping & Alley Services

Records relating to effective maintenance and operation of the paved and gravel alley network including gravel surface rural roads and effective provision of sweeping services to the streets/medians, alley, and sidewalks. Records include case files, barricade inspections & lists, and street lighting.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0784 – 10	Sweeping & Alley Services Case Files <i>Includes notices of intention, engineering drawings, design records, design calculations & drawings, sight line restrictions, obstructions, maintenance inventory.</i>	SO* + 10y	S	C

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0785 Winter District Maintenance

Records relating to the effective provision of winter maintenance activities to roads, alleys, and sidewalks that will support the health, attractiveness, and economic viability of the community during the winter months, in accordance with the approved Winter Maintenance Policy. Records include case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0785 – 10	Winter Maintenance Case Files <i>Includes maintenance inventory, snow clearing area reports.</i>	10y	S	C

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0786 Traffic Control

Records relating to Traffic Engineering and Traffic Safety Services, including traffic engineering design and implementation, managing road right of ways, pedestrian protection, administering the Traffic Bylaw, traffic accommodation design and implementation, traffic sign design and implementation, roadway pavement markings design and application, street use, special event and over-dimensional move coordination.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0786 - 10	Traffic Control Case Files <i>Includes testing, research into new traffic accommodation, design and implementation practices, projects connected with traffic control.</i>	SO + 10y	S	C
0786 - 40	Closure Permits <i>Includes case files for street closure permits and coordination of all kinds, including street use, special event and over-dimensional move, block party permits, sandwich board permits, garbage bin permits, building construction, temporary street closure permits & maintenance permits.</i>	SO + 7y	S	A
0786 - 50	Road & Easement Closures <i>Includes both permanent and temporary road and easement closures, sight line restrictions, obstructions.</i>	7y	S	A
0786 - 60	Traffic Barricade Inspections & Lists	3y	S	A

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

0787 Traffic Signals & Lighting

Records relating to the design, operation, installation and maintenance of the City's traffic signals and street lighting systems, ensuring public safety and the efficient movement of vehicles. Records include traffic signals case files and street lighting case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0787 – 10	Signals Case Files <i>Includes records relating to traffic signal maintenance, design, operation and installation.</i>	Permanent	PS	C
0787 – 15	Lighting Case Files <i>Includes records relating to street lighting maintenance, design, operation and installation.</i>	Permanent	PS	C

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0788 Operational Services & Business Support

Records relating to pavement, concrete and lawn cuts.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0788 - 10	Cut Records <i>Includes pavement, concrete and lawn cuts.</i>	7y	S	C

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WATER WORKS

This is the Operational Records Retention Schedule (ORRS) for Water Works. Water Works delivers sustainable water, wastewater and drainage services for customers in Regina & surrounding communities, protecting public health, property and the environment.

The ORR Schedule for Water Works includes records on sewer & drainage operations, water & sewer construction, water & sewer engineering, water engineering and wastewater program.

Note: Reference materials such as engineering standards and specifications (federal and provincial), encyclopedias, textbooks, trade magazines and conference papers are considered copies. These materials cannot be sent to offsite storage for long-term storage and must be destroyed when superseded or obsolete. See ARRS 1950 for retention on library and reference materials.

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The retention period indicates the current fiscal year plus the number of years listed.

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0860 Sewer & Drainage Operations

Records relating to the operation and maintenance of sewer and drainage services to the City of Regina, including case files, effluent analysis records, sewer assessments and sewer connection surveys.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0860 – 10	Sewer & Drainage Case Files <i>Includes notices of intention, engineering drawings, design records, design calculations & drawings, and site plans.</i>	Permanent	PS	C
0860 -30	Effluent Analysis <i>Includes sewer, sewage, storm drain and other analysis areas.</i>	Permanent	PS	C
0860 - 40	Sewer Assessments	7y	S	C
0860 - 50	Connection Surveys <i>By Location.</i>	10y	S	C

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0861 Water & Sewer Construction

Records relating to the provision of quality repairs, restoration, emergency assistance and new construction throughout the City of Regina in order to protect the community and its infrastructure, including case files, water & sewer service orders, water & sewer installation orders, and water & sewer trouble files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0861 - 10	Water & Sewer Construction Case Files <i>Includes notices of intention, engineering drawings, design records, design calculations & drawings, site plans, underground utility maps, permits, branch statistics and Water and Sewer Historical Data Base.</i>	Permanent	PS	A
0861 - 30	Service Orders <i>Includes service orders for repairs to water & sewer lines. Work orders, financial records, Daily Diary, Utility Locate Forms, Water Trax, WAM.</i>	25y	S	A
0861 - 40	Installation Orders <i>Includes installation orders for new construction & move-ins to existing property, water & sewer database.</i>	7y	S	A
0861 - 50	Trouble Spots <i>Includes historical information on trouble spots for water and sewer, water and sewer database.</i>	SO + 2y	S	A

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0862 Water & Sewer Engineering

Records relating to the delivery of engineering solutions to ensure the effective, efficient and accountable delivery of infrastructure services, including case files, Department of Environment approvals, storm retention calculations and research files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0862 – 10	Water & Sewer Engineering Case Files <i>Includes engineering drawings, design records, design calculations, site plans & drawings for sanitary sewers, storm sewers, domestic sewers and other sewer and water delivery systems.</i>	Permanent	PS	A
0862 - 30	Water & Sewer Engineering Department of Environment Approvals	Permanent	PS	C
0862 - 40	Storm Retention Calculations	7y	S	C
0862 - 50	Water & Sewer Engineering Research Files <i>Includes research on sewer treatment, water treatment, waste water treatment, and other water and sewer engineering innovations.</i>	7y	S	C

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

0863 Water Operations

Records relating to the provision of safe and sufficient potable water to the citizens and businesses of the City of Regina and surrounding areas to protect public health and safety, including hydrology reviews, pumping station charts, water sampling records, water supply reports, and well records.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0863 – 10	Water Operations Case Files <i>Includes notices of intention, engineering drawings, design records, design calculations & drawings.</i>	Permanent	PS	A
0863 - 30	Hydrology Review	Permanent	PS	A
0863 - 40	Water Operations Pumping Station Charts	Permanent	PS	A
0863 - 50	Water Meter Case Files <i>Includes Maintenance and Shop records.</i>	7y	S	A
0863 - 60	Water Sampling	Permanent	PS	A
0863 - 70	Water Supply Reports	7y	S	A
0863 - 80	Well Records	Permanent	PS	A

The retention period indicates the current fiscal year plus the number of years listed.

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R – To be reviewed; **PS** – Permanent Storage

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0700 Wastewater Program

Records relating to managing and maintaining the wastewater transfer and treatment systems for the City of Regina and the surrounding area to protect public health and property while upholding responsible environmental stewardship by ensuring receiving waters are not negatively impacted by urban water use. Records include Department of Environment approvals, Hauled Wastewater records, effluent analysis records, pumping station files, hazardous materials & toxic waste files, maintenance and wastewater management case files, and laboratory testing results. Please note that EPCOR, the P3 partner, has taken over operation of the Wastewater Treatment Plant as of 2016, while the City of Regina retains operation of the McCarthy Pumping Station.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0700 – 05	Wastewater Department of Environment Approvals <i>Includes reports, permits and inspections.</i>	Permanent	PS	C
0700 – 10	Hauled Wastewater Records <i>Includes site use application forms and disposal manifests, operational testing reports, probe testing reports and sampling records.</i>	Permanent	PS	C
0700 – 20	Wastewater Reports and Statistics <i>Includes both regulatory (required) and non-regulatory (voluntary) reports provided to external sources.</i>	SO + 5y	R	C
0700 - 30	Wastewater Pumping Station Charts <i>Includes flow records.</i>	Permanent	PS	C

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0700 Wastewater Program (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0700 – 40	Wastewater Maintenance Case Files <i>Includes records relating to the physical maintenance and upkeep of wastewater transfer and treatment systems and all related equipment.</i>	SO + 20y	S	C
0700 – 50	Wastewater Capital Project Case Files	SO* + 10y	R	C
0700 – 60	Wastewater Testing Records <i>Includes internal and external testing records and operational testing records.</i>	Permanent	PS	C
0700 - 70	Miscellaneous Records <i>Includes records that belong to wastewater and are not otherwise easily classified.</i> <i>NOTE: ONLY TO BE USED DURING THE PERIOD PRECEDING TRANSFER TO P3 OWNERSHIP. NOT APPLICABLE TO MCCARTHY PUMPING STATION RECORDS.</i>	10 y	R	C

SO* = life of structure

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

PLANNING

This is the Operational Records Retention Schedule (ORRS) for Planning. Planning co-ordinates and balances stakeholder interests in the creation and implementation of land development policy that sustains the vibrancy of the City and region. Planning co-ordinates land use and infrastructure with developers and regional partners to ensure long-term planning objectives, as outlined in the Official Community Plan, are achieved. Planning is also responsible for social development and housing policy.

The records in the ORR Schedule for the Planning Department include neighbourhood case files, social development case files, housing program, neighbourhood profiles, municipal master plan, greenspace master plan, capital project case files, development applications and servicing agreements.

Note: Reference materials such as engineering standards and specifications (federal and provincial), encyclopedias, textbooks, trade magazines and conference papers are considered copies. These materials cannot be sent to offsite storage for long-term storage and must be destroyed when superseded or obsolete. See ARRS 1950 for retention on library and reference materials.

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The retention period indicates the current fiscal year plus the number of years listed.
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0900 Urban Planning

Records relating to research and analysis, long range and policy planning, place making, and sustainable communities. Records include municipal master plan case files, research and analysis, comprehensive planning case files and master greenspace plan case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0900 – 30	Neighbourhood Case Files Includes existing neighbourhood and City Centre.	Permanent	R	A
0900 – 40	Social Development Case Files	25y	R	A
0900 - 50	Housing Program Case Files <i>Includes Housing Incentive Program.</i>	15y	S	A
0900 - 55	Neighbourhood Profiles	25y	R	P
0901 – 10	Municipal Master Plan <i>Includes Community Plan, Regina Development Plan, Design Regina, Regina RSVP, and any other projects designed to create a municipal master plan as required by Saskatchewan law.</i>	25y	A	C
0901 – 50	Greenspace Master Plan	25y	A	C
0901 - 60	Urban Planning Capital Project Case Files	Permanent	A	C

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0940 Infrastructure Planning

Records relating to long-range planning, design and construction of new infrastructure in support of growth, development application reviews, commercial and higher-density residential building permit reviews, managing development policies, engineering standards and specifications, and servicing agreement fees.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0940 – 30	Infrastructure Development Applications <i>Includes Secondary/Neighbourhood Plans, Concept Plans and new neighbourhood.</i>	Permanent	S	A
0940 - 50	Infrastructure Planning Capital Projects Case Files <i>Includes design standards.</i>	Permanent	PS	A

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

0950 Regional Planning

Records relating to delivery of city services, regional development and regional servicing agreement.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0950 - 20	Regional Planning Case Files	Permanent	S	A
0950 - 30	Regional Servicing Agreements <i>Includes Extra Municipal Agreements.</i>	Permanent	S	A

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R – To be reviewed; **PS** – Permanent Storage

Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

DEVELOPMENT SERVICES

This is the Operational Records Retention Schedule (ORRS) for Development Services. Development Services works collaboratively and uses expertise to ensure compliance with bylaws and regulations in the development of the built environment so that the community grows in a way that benefits all.

The records in the ORR Schedule for Development Services include development engineering capital projects, infrastructure street files, servicing agreement, development applications, portable and permanent sign permits, heritage applications, heritage building rehabilitation program, heritage award, building permit applications and building compliance.

Please note that Building Standards, Licensing, Bylaw Enforcement, Parking Services, Geospatial Solutions and Service Regina have now been given autonomous numbering segments in ORRS. This reflects a historical tendency to move these business functions from department to department. Isolating these business functions will make it easier for the ORRS to be reorganization-proof.

Note: Reference materials such as engineering standards and specifications (federal and provincial), encyclopedias, textbooks, trade magazines and conference papers are considered copies. These materials cannot be sent to offsite storage for long-term storage and must be destroyed when superseded or obsolete. See ARRS 1950 for retention on library and reference materials.

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0941 Development Engineering

Records relating to coordinating the construction associated with development, infrastructure renewal and new capital assets, development and maintenance of the infrastructure assets database, and liaison with utilities and other outside agencies.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0941 - 20	Circulation Reviews <i>Reviews circulated in process from initial application to letter of acceptance, for building permits, servicing agreement files, planning case files, land sales, major projects, including cancelled permits.</i>	10y	R	A
0941 - 35	Development Engineering Capital Projects <i>Includes roads, water, wastewater & drainage that provide services to new developments.</i>	Permanent	PS	A

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0941 Development Engineering (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0941 - 55	Development Engineering Infrastructure Street Files <i>Includes proposed utility installations, building grade maps, grade sheets, grades, surface and underground infrastructure work in relation to driveway crossings and service connections. Buildings in particular blocks or address. ROW road right of way for services, maintenance, infrastructure records, plan profiles. Final approval letters from circulation reviews.</i>	Permanent	PS	A
0941 - 60	Servicing Agreement Files <i>New subdivision files includes process from Request for Servicing Agreement to Final Acceptance Certificate (FAC), including failed or rescinded servicing agreements.</i>	Permanent	PS	A

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0902 Current Planning

Records relating to development application review, zoning administration, inspections, and heritage planning and programs. Records include street/subdivision master list, development appeal decisions, development permit case files, zoning bylaw register, inquiries and responses, and case files, neighbourhood improvement plan case files, planned use development case files, sign permits and permanent street closure case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0902 - 30	Current Planning Street Files <i>Includes inspections & enforcement of development permits & zoning checklists, decisions & interpretation; zoning checks; service requests; minor changes to discretionary uses; development permits & refusals; building siting certificates; zoning certification letters; minor various decisions; enforcement & Order to Comply; land use interpretations; circulations; external correspondence; motor licenses; zoning inspections; DAB notices reports, decisions; preliminary reviews.</i>	Permanent	PS	A

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0902 Current Planning (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0902 - 35	Development Application Files <i>Includes applications, all Planning project files such as A annexations, C condominiums, CL closures, CP concept plans, CZ contract zoning, DP development plan, DU discretionary uses, LA lease area, MV minor variance, OCP & OP Official Community Plan amendments, PC parcel consolidations, SD sale of dedicated land, SN subdivisions, SV severances, Z zoning; development permits; permit ledger pre-1994; electronic development log since 1994.</i>	Permanent	PS	A
0902 - 50	Portable Sign Permits <i>Approval for signs on wheels, not tied to a particular property.</i>	SO + 2y	S	A
0902 – 55	Permanent Sign Permits <i>Approval for signs permanently attached to buildings or property for the life of the structure.</i>	Permanent	PS	A

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0903 Heritage

Records relating to applications, designations, research files, award winners, alterations permits and heritage building rehabilitation program.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0903 – 65	Heritage Street Files <i>Includes statements of significance, plans, drawings, photographs, applications for heritage status, research files, designations, Heritage alteration permits, HBRP Heritage Building Rehabilitation Program.</i>	Permanent	PS	C
0903 – 70	Heritage Award <i>Includes statements of significance, applications, plans, drawings, photographs, research files and list of award winners.</i>	Permanent	PS	A

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BUILDING STANDARDS

This is the Operational Records Retention Schedule (ORRS) for Building Standards. Building Standards is a work unit within the Development Services Department. Building Standards Branch assists the public with any Building Permit needs. Building Standards does intake of applications for all Building Permit Applications in the City of Regina.

The records in the ORR Schedule for Building Standards includes permit case files, permit applications, compliance files and building street files.

Please note that Building Standards, Licensing, Bylaw Enforcement, Parking Services, Geospatial Solutions and Service Regina have now been given autonomous numbering segments in ORRS. This reflects a historical tendency to move these business functions from department to department. Isolating these business functions will make it easier for the ORRS to be reorganization-proof.

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0945 Permits & Inspections

Records relating to residential, commercial, and mechanical inspections, building permit application, coordination and review, and building standards review. Records include permit case files, building inspection case files, condominium case files, and temporary structure permit case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0945 - 30	Building Plan Permit <i>Includes building permits, building permit cancellations, building permit applications, building permit ledgers, as-built drawings & plans, demolition permits, occupancy permits, Inspector's notebooks, inspection reports. Electronic copy will be the official record. Paper copies will be transitory records.</i>	Permanent	PS	A
0945 - 40	Building Permit Applications (Original) <i>Original signed applications with the original signed building permit, kept separately for legal purposes.</i>	Permanent	PS	A
0945 - 50	Building Compliance Files <i>Includes legal actions, prosecutions background.</i>	16y	R	A
0945 - 55	Building Street Files <i>Includes inquiries concerns complaints not part of building compliance or permit case files.</i>	7y	S	A

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GEOSPATIAL SOLUTIONS

This is the Operational Records Retention Schedule (ORRS) for Geospatial Solutions. Geospatial Solutions is a work unit within Information Technology Services department. The Geospatial community works together to incorporate location-based context into all applicable systems, processes and practices.

Please note that Building Standards, Licensing, Bylaw Enforcement, Parking Services, Geospatial Solutions and Service Regina have now been given autonomous numbering segments in ORRS. This reflects a historical tendency to move these business functions from department to department. Isolating these business functions will make it easier for the ORRS to be reorganization-proof.

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0946 Infrastructure Records & Asset Management

Records relating to surveying and drafting records, plans, uniterm drawings and infrastructure maps.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0946 – 10	Geospatial Infrastructure Assets <i>Includes surveying/drafting records, registered plans, uniterm drawings, maps for infrastructure, IR Viewer, and description of documents being stored.</i>	Permanent	R	C

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LICENSING

This is the Operational Records Retention Schedule (ORRS) for Licensing. Licensing provides the majority of licenses and permits for the city, including animal licenses, taxi, business, snow removal and any other applicable permits and licenses. For permits relating to construction & demolition, see Building Standards. For permits relating to parking, see Parking Services. For permits relating to the blocking off of streets or alleys on a temporary or permanent basis see Traffic Control.

The records in the ORR Schedule for Licensing include license and permit files.

Please note that Building Standards, Licensing, Bylaw Enforcement, Parking Services, Geospatial Solutions, and Service Regina have now been given autonomous numbering segments in ORRS. This reflects a historical tendency to move these business functions from department to department. Isolating these business functions will make it easier for the ORRS to be reorganization-proof.

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0950 Licenses & Permits

Records relating to the provision of licenses and permits, including animal licensing, taxi, business, snow removal, and any other applicable licenses and permits.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0950 – 10	Licenses & Permits Case Files <i>Includes animal licensing & enforcement, taxi, business, snow removal city, and any other applicable licenses and permits.</i>	7y	S	A

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BYLAW ENFORCEMENT

This is the Operational Records Retention Schedule (ORRS) for Bylaw Enforcement. Bylaw Enforcement works with residents to resolve issues through education and enforcement to achieve bylaw compliance, investigates property complaints, remedies issues of non-compliance by dispatching City or contracted crews to clean up or repair properties, and coordinates investigations with internal and external enforcement agencies. Bylaw Enforcement also oversees the Residential Rehabilitation Assistance Program (RRAP), the HomeFirst program, and the Atoskata program for home improvements.

The records in the ORR Schedule for Bylaw Enforcement includes bylaw compliance action files, RRAP files, HomeFirst files, and Atoskata files.

Please note that Building Standards, Licensing, Bylaw Enforcement, Parking Services, Geospatial Solutions and Service Regina have now been given autonomous numbering segments in ORRS. This reflects a historical tendency to move these business functions from department to department. Isolating these business functions will make it easier for the ORRS to be reorganization-proof.

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0960 Actions & Improvement Programs

Records relating to enforcement of bylaws including Zoning Bylaw and Clean Property Bylaw (misuse of property); safe public access; Traffic Bylaw; Noise Abatement Bylaw; Building Bylaw; Parks & Open Space Bylaw; Forestry Bylaw, Noxious Weed Act; the Domestic Pigeon Control Bylaw; as well as on its functions related in partnership with the Regina Humane Society; assistance provided with the enforcement of the Animal Control Bylaw; and enforcement of any other bylaws in force in the City of Regina.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0960 – 10	Compliance Actions <i>Includes compliance cases that are investigated and remedied by the City, including but not limited to property maintenance, forestry, clean property, zoning, traffic, noise abatement, noxious weeds, animal control, or snow removal.</i>	SO + 15y	S	A
0960 - 30	Residential Rehabilitation Assistance Program (RRAP) Case Files	7y	S	A
0960 - 40	HomeFirst Case Files <i>Includes secondary title information about the HomeFirst project.</i>	7y	S	A
0960 - 50	Atoskata Case Files <i>Includes secondary title information about the Atoskata project.</i>	7y	S	A

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

PARKING SERVICES

This is the Operational Records Retention Schedule (ORRS) for Parking Services. Parking Services is a work unit within the Community Services Department. Parking Services delivers parking services through education, administration and management to enhance quality of life by providing safe, accessible and available parking for the public. Parking Services ensures the order and safety of the general public on the public right of way by enforcing traffic bylaw regulations related to public safety, traffic flow and community standards.

The records in the ORR Schedule for Parking Services includes parking permit case files, parking meter service files, and parking ticket case files.

Please note that Building Standards, Licensing, Bylaw Enforcement, Parking Services, Geospatial Solutions and Service Regina have now been given autonomous numbering segments in ORRS. This reflects a historical tendency to move these business functions from department to department. Isolating these business functions will make it easier for the ORRS to be reorganization-proof.

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0970 ADMINISTRATION & ENFORCEMENT 130

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

0970 Administration & Enforcement

Records relating to parking pass administration, parking meter maintenance and administration & enforcement of parking tickets for the City of Regina, University of Regina, SIAST and Wascana Centre Authority.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0970 – 10	Parking Tickets <i>Includes both paid, unpaid and cancelled parking tickets, violation tickets, enforcement records including seizures and collection of unpaid fines.</i>	15y	S	A
0970 – 15	Parking Meter Service Files <i>Includes records relating to parking meter maintenance and replacement.</i>	SO + 7y	S	C
0970 - 30	Parking Permit Case Files <i>Includes resident permits, daily permits, special event permits, disabled parking permits and any other parking permits administered by the City of Regina.</i>	7y	S	A
0970 - 40	Towed Vehicle Case Files	7y	S	A

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ASSESSMENT & TAX

This is the Operational Records Retention Schedule (ORRS) for Assessment and Tax. Assessment and Tax provides reliable Property Assessment and Tax Administration to generate operating revenue for the City, while providing excellent customer service.

The records included in the ORR Schedule for Assessment and Tax include grants in lieu, tax rolls, tax adjustments, tax notices, tax enforcement files, tax instalment payment plan service, assessment notices, assessment case files, assessment roll and assessment appeals.

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***The retention period indicates the current fiscal year plus the number of years listed.
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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**.

0980 Property Taxation and Administration

Records relating to the administration of the taxation revenue machine, including maintaining property tax records, administering assessment and tax notices and payment plans, conducting financial reporting on property taxes, providing business process and system services for the department, and providing customer service to internal and external customers.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0980 – 10	Payments-in-lieu	7y	S	A
0980 – 30	Tax Roll	Permanent	PS	Public
0980 – 35	Tax Notices <i>Includes first and final business and residential tax notices, tax certificates.</i>	7y	S	A
0980 - 40	Tax Adjustments <i>Includes exemption, abatement & adjustment records, and waivers.</i>	7y	S	A
0980 - 45	Tax Enforcement Case Files <i>Includes tax liens, letters & correspondence, investigation notes.</i>	7y	S	A

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0980 Property Taxation and Administration (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0980 – 50	Tax Installment Payment Plan Service (TIPPS)	2y	S	A
0980 – 55	School Declaration of Shareholder's Company	7y	S	A
0980 – 60	Replots <i>Also known as property splits.</i>	7y	S	A
0980 - 65	Tax Dailies	7y	S	A

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0981 Assessment

Records relating to the valuating of all properties within the boundaries of the City of Regina for property tax purposes, including maintaining accurate property assessment records, implementing accurate and fair modelling techniques, managing assessment appeal processes, and providing customer service to internal and external customers.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0981 – 10	Assessment Forms <i>Includes Notification of Change of Assessment forms, assessment notices, supplementary assessment notices, assessment letters & correspondence, and any other notification for commercial or residential assessment and income expense/sales verification.</i>	7y	S	A
0981 - 30	Assessment Case Files <i>Includes paper and electronic forms for commercial and residential valuation, field sheets, and property assessment cards used in the compilation of the final assessment roll as defined in the Cities Act.</i>	7y	S	A
0981 - 40	Assessment Roll	Permanent	PS	Public
0981 - 50	Assessment Appeals	7y	D	A

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LAND & REAL ESTATE MANAGEMENT

This is the Operational Records Retention Schedule (ORRS) for Land & Real Estate Management. As part of Corporate Services Division, Land & Real Estate Department provides centralized real estate information services for City-owned properties, administers selling of City-owned industrial and commercial properties including leasing of City-owned land and buildings and obtaining or providing easement rights, operating agreements and encroachments.

The records included in the ORR Schedule for Land & Real Estate include subdivision case files and lease case files.

List of Primaries

0982 REAL ESTATE 136

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0982 Real Estate

Records relating to real estate-related services for the corporation, including buying, selling and leasing properties and acquiring rights/easements required for City operations, performing industrial land development functions, strategically managing the City's real estate portfolio, and providing customer service to internal and external customers.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0982 – 10	Real Estate Subdivision Case Files <i>Includes plans, agreements, correspondence, marketing, and any other documents relating to the development of subdivisions by the City of Regina.</i>	SO*+25y	S	A
0982 - 15	Real Estate Lease Case Files <i>Includes records relating to the lease of property by and from the City of Regina, including correspondence, building plans, copies of contracts and agreements and related backup documentation.</i>	SO** + 25y	S	A

SO* = until subdivision project development is completed
SO = until lease expires**

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Appendix D – Information Classification Security Level

Information Classification Security Levels				
Levels	Sensitivity	Description	Examples of Information Assets	Examples of Risk Impacts
A	High Sensitivity	<ul style="list-style-type: none"> Information that is deemed to be extremely sensitive; of highest value to the City; information protected by statutes, regulations or City policies; information that can be used to create an identity. Inappropriate access, use or disclosure could reasonably be expected to result in extremely serious personal injury/harm or extremely serious injury/harm to the City including: financial loss to the City or third party; loss of life and/or risk to public safety; damage to the City's reputation and integrity; major political or economic impact Level A "High Sensitivity" information is available only to named individuals (specified positions) and must not be shared without appropriate consent or a formal agreement. External requests for access must be reviewed by the Access and Privacy Team. 	<ul style="list-style-type: none"> Personal information such as information maintained on a personnel file Health information Files of the City Solicitor's office, including Risk Management and Prosecutions divisions An individual's financial transactions and payments Sealed tenders and requests for proposal (RFPs prior to the closing of a competition) 	<ul style="list-style-type: none"> Lawsuit Substantial fine Sever/Harm to an individual's reputation or loss of livelihood Loss of personal or individual privacy Unfair competitive advantage in bidding
B	Medium Sensitivity	<ul style="list-style-type: none"> Information that is deemed to be sensitive within the City of Regina Inappropriate access, use or disclosure could reasonably be expected to result in serious injury/harm to the City including: loss of competitive advantage, loss of confidence in a City program, legal action, financial loss, damage to partnerships, relationships or reputation Level B "Medium Sensitivity" information is accessible only to specific functions, groups or positions, on a need-to-know basis for business-related purposes. External requests for access must be reviewed by the Access and Privacy Team. 	<ul style="list-style-type: none"> Draft budget information Private committee reports Draft policy, policy advice Opinions of a solicitor 	<ul style="list-style-type: none"> Damage to City's reputation Significant financial loss Loss of public safety
C	Low Sensitivity	<ul style="list-style-type: none"> Information that is used within the City and deemed to be sensitive outside of the City of Regina Inappropriate access, use or disclosure could reasonably be expected to result in significant injury/harm to individuals or to the City including: financial loss, negative impacts in services/performance levels and reputation. Level C "Low Sensitivity" information is accessible internally and to authorized third parties possessing a need to know for business-related purposes. External requests for access <u>must</u> be reviewed by the Access and Privacy Team. 	<ul style="list-style-type: none"> Reports prepared for and paid by a third party Tender submissions by the successful bidder (may contain proprietary information) Information obtained in confidence 	<ul style="list-style-type: none"> Limited financial loss Interfere with negotiations Unfair competitive advantage
D	Public	<ul style="list-style-type: none"> Information that is intended for unrestricted public disclosure and would not reasonably be expected to result in injury to individuals, third parties or to the City. 	<ul style="list-style-type: none"> News releases, public service announcements Job Postings Public City Council meeting minutes and agendas Request for proposal document used during the competition 	<ul style="list-style-type: none"> Would not result in injury to an individual if lost or changed

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